

Retention and Classification Report

Agency: Sevier County (Utah). County Clerk (881)
Sevier County Administration Bldg.
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Records Officer Barbara Crowther

17544	Articles of incorporation record books
17543	Incorporation index
84259	Marriage license applications
06127	Marriage licenses
22253	Oaths and bonds record book

AGENCY: Sevier County (Utah). County Clerk

SERIES: 17544

4

TITLE: Articles of incorporation record books

DATES: 1873-1948

ARRANGEMENT: Chronological by date filed

DESCRIPTION:

These volumes record copies of Articles of Incorporation filed with the Sevier County Clerk by newly organized corporations. The record books were kept as the official copy available for public use. The actual articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number and kind of corporate officers, and the number of directors necessary to transact corporate business.

Under current Utah law and the laws of the territorial legislature, individuals desiring to incorporate, were to file and record articles of incorporation with their respective county clerk. These agreements specified the nature and place of business, amount of stock to be issued, terms for officers, etc. The clerk in turn issued a certificate of incorporation and recorded the final articles of incorporation in these record books. The series ended in 1961 when the Division of Corporations was created.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently after being microfilmed.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 17544

TITLE: Articles of incorporation record books

(continued)

APPRAISAL:

Historical

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 17543

4

TITLE: Incorporation index

DATES: 1873-1961

ARRANGEMENT: Alphabetical by corporation name

DESCRIPTION:

This is an alphabetical index of companies incorporated to do business in Sevier County and was created by the Sevier County Clerk to facilitate access to the Incorporation Case Files and Articles of Incorporation Record Books. The index provides the case file number, company name, record book, page number and amendments with the corresponding record book and page number.

RETENTION AND DISPOSITION AUTHORIZATION:

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AGENCY: Sevier County (Utah). County Clerk

SERIES: 17543

TITLE: Incorporation index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 84259

4

TITLE: Marriage license applications

DATES: 1901-

ARRANGEMENT: Chronological, thereunder numerical by application number

DESCRIPTION:

The county clerk registers each couple through and application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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AGENCY: Sevier County (Utah). County Clerk

SERIES: 84259

TITLE: Marriage license applications

(continued)

AGENCY: Sevier County (Utah). County Clerk

SERIES: 6127

4

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains copies of the marriage licenses granted in Sevier County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1887 through 1977. Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 6127

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Sevier County (Utah). County Clerk

SERIES: 22253

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TITLE: Oaths and bonds record book

DATES: 1887-1902

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains oaths signed by individual who swear to support and follow the constitution and laws of the land, especially pertaining to polygamy, bigamy, etc. The bonds are signed by individuals who swear to uphold their public office. Also, contains certificates of elections.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/28/2010

FORMAT MANAGEMENT:

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APPRAISAL:

Historical

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Sevier County (Utah). County Clerk

SERIES: 22253

TITLE: Oaths and bonds record book

(continued)

PRIMARY CLASSIFICATION:

Public